Progress Monitoring and Reporting

At the time of an ARD/IEP meeting in which IEP goals are developed, progress monitoring methods and data sources must be discussed and identified. The IEP of a student must also specify how a student’s progress toward each annual goal will be measured, and include: (a) who will monitor progress, (b) what will be monitored, (c) when will progress be monitored, (d) where will the monitoring take place, and (e) how will progress data be reported.

The EasyIEP™ special education data management system (EasyIEP™) is the resource used in the Houston Independent School District for monitoring and reporting progress toward meeting annual IEP goals.

Goal Progress Monitoring: Located on the Special Education Tab



Progress is *monitored* by tracking goal implementation according to the frequency identified when the goal was developed.



In order to log progress, click the log button next to the identified goal.

As data is collected, EasyIEP™ is used to create progress, target, and trend graphs.



Data collection

Goal Progress Reporting: Located on the Special Education Tab

Progress is *reported* according to each student’s campus report card schedule (i.e., every six weeks for typical secondary schools or nine weeks for typical elementary schools).





Select the students to generate progress reports



The progress report is an IEP goal mastery level summary generated in EasyIEP™ and should include progress monitoring graphs. Progress reports must be updated every grading cycle and sent home to the parent of the student along with the student’s report card.